



Herndon, Virginia Logo Usage Request

Name: _____

Organization/Company: _____

Description of Organization/Company: _____

Address: _____

E-Mail: _____

Web Address: _____

Phone Number: _____

The logo will be used for/on*: _____

**Please provide example (web link, photograph, etc.) of how the logo will be used*

What type of file do you need (jpg, EPS, web)? _____

What type of logo do you need?

Color (specify):

_____ Red	_____ Black & White	_____ Reverse
_____ Light Green	_____ Dark Green	_____ Blue
_____ Magenta	_____ Purple	_____ Orange

Which version do you need?

Herndon, Virginia _____ Herndon _____

-over-

The undersigned understands that use of the Herndon logo(s) is on a non-exclusive basis and agrees to adhere to the Town of Herndon Style Guide, as may be amended at any time by the Town of Herndon.

The undersigned understands that this logo may be used for any lawful purpose but that the Town of Herndon retains all intellectual property rights to the logo, and that the logo may not be used in such a manner to convey the false impression that the Town of Herndon is sponsoring the undersigned's product, activity, business, cause or initiative.

The undersigned understands that this logo may be used for one year, subject to a license fee of \$1.00, and renewable upon agreement with the Town of Herndon. Permission to use the logo may be revoked for any reason and with provision of 10-days notice.

The undersigned understands that this usage of the logo may be promoted by the Town of Herndon on its website and through its marketing materials.

____ (Signature)
____ (Print name)
____ (Title)
____ (Company/Organization)
____ (Date)

Town of Herndon:

____ (Signature)
____ (Print name)
____ (Title)
____ (Date)

Approved: ____ yes ____ no

Mail, fax, or e-mail request to:

Town of Herndon
Communications & Economic Development
777 Lynn Street
Herndon, VA 20170-4602
Phone: 703-435-6800 x2010
Fax: 703-787-7325
E-mail: information@herndon-va.gov